

# **TOWN OF ESSEX REQUEST FOR PROPOSALS**

## **Survey and Design Town of Essex "Civic Campus" Enhancements**

The Town of Essex is inviting qualified firms to submit proposals for a civil engineering, survey and design for enhancements to the Town Hall/Essex Library/Grove Street Park-area, including parking lot, tennis court, playscape, and crosswalk renovation. Sealed proposals are due no later than Friday, February 1, 2013 at 1:00 pm at the First Selectman's Office, 29 West Avenue, Essex, CT 06426. Documentation may be obtained at the First Selectman's Office, by calling 860-767-4340, x 112 or at [www.essexct.gov](http://www.essexct.gov). The awarded bidder must submit completed plans to the First Selectman's Office on or before Monday, April 29, 2013.

An Affirmative Action/Equal Opportunity Employer.  
Minority/Women's Business Enterprises are encouraged to apply.

## **TOWN OF ESSEX REQUEST FOR PROPOSALS**

The Town of Essex is seeking proposals for survey and design of the Town Hall/Essex Library/Grove Street Park-area parking lot, tennis court, playscape, and crosswalk renovation.

The Town of Essex has received a Small Town Economic Assistance Program grant to accomplish "Civic Campus" enhancements, including:

- a) Renovation of existing parking area behind Town Hall, including repaving, striping, establishment of new HC parking area, improvement of entrance/exits, curbing, and circulation;
- b) Establishment of new paved overflow parking area to rear of existing parking lot, limited to the existing dirt parking area adjacent to Grove Street Park playscape;
- c) Replacement of Grove Street Park playscape with equipment that satisfies both current safety and ADA standards. It is anticipated that the Town will handle the removal of the existing equipment;
- d) Renovation of court surface, including drainage improvements (if deemed necessary) for tennis courts at Grove Street Park;
- e) Design of pedestrian-friendly enhancements of shared portion of Grove Street between Town Hall and Essex Library parking areas.

The Town requires a set of plans and specifications for the bidding and construction of these enhancements; it is anticipated that the Town will undertake general contractor/construction inspection services in-house.

For more information, please contact:

Norman Needleman, First Selectman  
Town of Essex  
29 West Avenue  
Essex, CT 06426  
Telephone: 860-767-4340  
Fax: 860-767-8509  
email: [nneedleman@essexct.gov](mailto:nneedleman@essexct.gov)

*Sealed proposals are due no later than February 1, 2013 at 1:00 pm at the First Selectman's Office. The awarded bidder must submit completed plans to the First Selectman on or before Monday, April 29, 2013.*

An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

## **Essex Civic Campus Enhancements Project Specifications**

### **Project Understanding:**

The Town of Essex is seeking proposals for survey and design of the Town Hall/Essex Library/Grove Street Park-area parking lot, tennis court, Playscape, and crosswalk renovation.

The Town of Essex has received a Small Town Economic Assistance Program grant to accomplish “Civic Campus” enhancements, including:

- a) Renovation of existing parking area behind Town Hall, including repaving, striping, establishment of new handicapped parking area, improvement of entrance/exits, curbing, and circulation;
- b) Establishment of new paved overflow parking area to rear of existing parking lot, limited to the existing dirt parking area adjacent to Grove Street Park Playscape;
- c) Replacement of Grove Street Park Playscape with equipment that satisfies both current safety and ADA standards. It is anticipated that the Town will handle the removal of the existing equipment;
- d) Renovation of court surface, including drainage improvements (if deemed necessary) for tennis courts at Grove Street Park;
- e) Design of pedestrian-friendly enhancements of shared portion of Grove Street between Town Hall and Essex Library parking areas.

The Town requires a set of plans and specifications for the bidding and construction of these enhancements; it is anticipated that the Town will undertake general contractor in-house.

### **Scope of Services:**

- 1) Survey: Provide T-2 topographic survey (a recent boundary survey is available).
- 2) Conceptual Plan: Meet with Town as needed to gain input and provide conceptual plans and cost estimates for each site. Assume three meetings.
- 3) Construction Drawings: Prepare construction drawings based on conceptual plan and Town regulations. Meet with the Town as needed to gain input.
- 4) Bid Documents: Prepare bid documents including drawings and project manual to obtain pricing. Provide options for the addition or deletion of various bid items in order to meet funding limitations. Incorporate funding requirements into bid documents. Meet with Town and funding consultant to review final documents. Provide consultation during bidding, answer bidder questions and issue addendums. Review bids, provide bid tabulation, recommend award.
- 5) Construction Administration: Provide a Professional Engineer on an as needed basis to administer the contract. Duties to include: prepare contracts for award and attend preconstruction meeting, review and approve shop drawings, provide periodic site visits as needed, initiate and maintain minutes for periodic progress meetings with contractor, provide direction as needed to construction inspector, respond to change order requests or requests for additional information, review and recommend action on periodic payment requisitions and final project close-out.
- 6) Construction Inspection: Provide a qualified construction inspector on an as needed basis. Duties to include part time construction inspection, monitoring work quality and conformance of the work with contract documents, preparing daily reports on work progress, measuring quantities of work performed and reporting construction inconsistencies with drawings and specifications.
- 7) The Town reserves the right to remove from the bid in whole or in part construction related services.
- 8) Application fees, printing fees (related to bid documents & permitting) and test pits (if needed) costs will be reimbursed by the Town.

**Submission of Proposals:**

- 1) Two copies of the bid and qualifications must be provided.
- 2) The Town reserves the right to reject any and all bids, waive any irregularities, omissions, excess verbiage or technical defects in the bids. The Town need not necessarily award the contract to the firm submitting the lowest cost, if, in the opinion of the Town, it would be in the best interest of the Town to accept another firm because of expertise and/or experience.
- 3) The Town may make such investigations, as it deems necessary, to determine the ability, qualifications, financial condition and experience of the prospective successful bidder to perform. The prospective successful bidder will furnish to the Town all such information and data for this purpose as the Town may request.
- 4) No award will be made to any bidder who cannot meet all the following requirements. He or she shall:
  - a) Not have defaulted on any contract within three years prior to the bid date.
  - b) Maintain a permanent place of business.
  - c) Have adequate personnel and equipment to perform the work expeditiously.
  - d) Have suitable financial status to meet obligations incident to the work.
  - e) Have appropriate technical experience in the class of the work involved.
  - f) Have completed previous contracts on time.
  - g) Have a minimum of five (5) years' experience as a business.
  - h) Provide evidence of having the required insurance coverages.
  - i) Have qualified, experienced, licensed personnel.
- 5) The prospective bidder must furnish as part of their bid sufficient experience with similar type projects and must provide a description documenting their firm's background, experience, and capabilities for providing the services. A list of client references, including contact names and phone numbers must accompany the bid. The names and qualifications of individuals who will be assigned to the project must be included in the bid. A copy of required insurance coverage must accompany bid.
- 6) The successful Bidder shall be required to furnish to the Town of Essex a certificate of insurance within thirty (30) days of notification of award. Any changes in insurance coverage will require thirty (30) days' notice to the Customers. Insurance coverage must include the Town of Essex as an additional insured. The required insurance coverage is:

Comprehensive form General Liability including premises/operations, underground explosion and collapse hazard, completed products/operations, contractual independent contractors, broad form property damage, and personal injury.

Limits of Liability shall combine bodily injury and property damage:  
\$1,000,000; each occurrence. \$2,000,000; aggregate.

Automotive Liability including owned vehicles, hired vehicles, and non-owned vehicles.  
Limits of liability shall combine bodily injury and property damage:  
\$1,000,000; each occurrence.

Excess Liability-Umbrella Form. Limits of Liability shall combine bodily injury and property damage:  
\$1,000,000; each occurrence. \$2,000,000; aggregate.

Worker's Compensation insurance.  
Limit of Liability shall be the statutory limit of \$100,000 each accident.

Professional liability insurance.  
\$1,000,000 each occurrence and \$2,000,000 aggregate for the policy period.

Bid Form: Essex Civic Campus Enhancements

\_\_\_\_\_  
Proposer Name and Address:

\_\_\_\_\_  
Printed Name and Title of Proposer's Agent

Survey \$ \_\_\_\_\_

Conceptual Plan \$ \_\_\_\_\_

Construction Drawings \$ \_\_\_\_\_

Bid Documents \$ \_\_\_\_\_

Construction Administration Rate \* \$ \_\_\_\_\_

Periodic Construction  
Inspection Rate \* \$ \_\_\_\_\_

\*hourly rates shall include the cost of mileage and overhead

Total Bid Amount: \$ \_\_\_\_\_

I \_\_\_\_\_, \_\_\_\_\_, of the above named firm  
Name Position

hereby submit the following proposal in accordance with the Town of Essex  
specifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date